



Manager's Report

For Council Meeting February 11, 2003

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Admin Remote	135 Governors Dr SW	Graphic Design
Chaves, Deborah L	1206 Bradfield Dr SW	Horticulturist
Dunn, Edythe	26 S King St	Counseling
Fox, Theresa	223 Loudoun St SE	Therapeutic Massage
Frog's Leap Antiques	32 S King St	Retail - Antiques
Innovative Aviation Designs	1334 Moore Pl SW	Aerospace
Meals By Day	622 Cobbler Terr SE	Personal Chef
Modern Elegance LLC	235 Meadows Lane NE	Wedding Consultant
Mod-Tek Services	775 Gateway Dr SE #1016	Engineering Services
Old Dominion Services/Fransha Sys	622 Newington Pl NE	Consulting
Rhett's Store	775 Gateway Dr SE #1015	Retail – e-commerce
Serendipity Antiques	407 Beauregard Dr SE	Retail - Antiques

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period January 25 through February 7, 2003

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Timothy Crumbly	Police Officer I	Police
Richard Fitzpatrick	Police Officer I	Police
Matthew Hackney	Police Officer I	Police
David Kackley	Police Officer III	Police
Dominic Mutch	Police Officer I	Police
Ronald Wakeham	Police Officer I	Police
Robert Welch	Police Officer I	Police

<u>Terminations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING AND ZONING

Managers Report <u>Division of Current Planning Activity</u>			
Plans accepted for review during the period of: January 7, 2003 to February 4, 2003			
Project Name	Project Type	Submission Number	Proposal Description
Kincaid Forest 4c	Revision	1 st submittal	Relocation of sewer line
Battlefield Market Place	Final Development Plan	1 st	Retail and commercial development
202 Wirt Street	Preliminary/Final Development Plan	1st	Construction of an 5000 square foot office building
Glen Fiddich House (206 Wirt Street)	Sketch Plan	2 nd	Accessory structure addition
Stone House at Harper Park	Preliminary/Final Development Plan	3rd	Commercial Construction
Dulles Motor Cars	Preliminary/Final Development Plan	2nd	Parking Lot Repaving and Lighting Plan
South King Street Center	Preliminary Plan	1st submittal	103,000 square feet of Office/Retail Complex
Turner/Wilson	Final Development Plan	2 nd Submittal	17 lot Single family Subdivision
Star Pontiac GMC	Preliminary/Final Development Plan	1 st	Storm water improvements
Plans reviewed during the period of: December January 7, 2003 February 4, 2003			
Project Name	Project Type	Submission Number	Proposal Description
Bredimus Office Building	Preliminary/Final Development Plan Authorization	1 st	Construction of an office building
Frances Hazel Reid Elementary Schools and Smarts Mill Middle School	Preliminary/Final Development Plan	3rd	School Construction
Tollhouse Center Office Building	Preliminary/Final Development Plan Authorization	1 st	Construction of a 7,980 square foot office building
Patriot Office Park	Preliminary/Final Development Plan Authorization	1 st	Construction of nine office buildings totaling approximately 90,000 square feet
Potomac Station Battlefield Parkway Phase II	Preliminary/Final Development Plan	Signature Sets	Road Construction
Leesburg Station Carwash	Preliminary/Final Development Plan Authorization	2 nd	Construction of a 9,027 square foot automobile detailing building and 5,288 square foot automatic carwash building
Fort Evans Shopping Center, Phase 2 (AKA Battlefield Marketplace)	Final Development Plan	1 st	Construction of retail commercial uses
Potomac Crossing 7b	Minor Subdivision	Approved	Subdivision of an existing parcel
Stowers Recreation Center	Preliminary/Final Development Plan	3 rd	Construction of a recreation center
Loudoun County Sport & Health Club	Preliminary/Final Development Plan	3 rd	Construction of a health club

Jafari (40 Sycolin Road) Office Building	Preliminary/Final Development Plan Authorization	2 nd	Construction of an office building
Battlefield Market Place	Final Development Plan	1 st	Retail and commercial development
Potomac Station Retail Parcel B	Minor Subdivision	2 nd	Subdivision of land in the Potomac Station Retail area
Star Pontiac GMC	Preliminary/Final Development Plan	1 st	Storm water improvements
Stratford Ryland, Landbay "C" (MF)	Construction Drawings	4 th	Revision to the landscape buffer
202 Wirt Street	Preliminary/Final Development Plan	1 st	Construction of an 5000 square foot office building
Dulles Motor Cars	Preliminary/Final Development Plan	2 nd	Parking Lot Repaving and Lighting Plan

COMPREHENSIVE PLANNING

Special Exceptions

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. The applicant is making revisions to the plans. No public meetings have been officially scheduled.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meeting be scheduled at this time; staff continues to review the application.

SE 2002-10: Leesburg Brewing Company – Located at 50 E. Catocin Circle, N.E., this application is for a brewpub use inside the office building which is currently under construction at the same address. Both the applicant and staff are working on a traffic analysis for this use. A preview before the Planning Commission is scheduled for February 6th and a public hearing before the Planning Commission is scheduled for February 20, 2003.

SE 2003-01: Leesburg Auto Car Wash – Located on Catocin Circle, adjacent to the Leesburg Rescue Squad. The applicant is seeking to amend a previously approved special exception. A joint public hearing between Planning Commission and Town Council is scheduled for March 11, 2003.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. This property is located in the southeast corner of Davis Avenue and King Street.

SE 2002-12: KFC/A&W. The application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus).

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council is scheduled for February 11, 2003.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment: Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size). The Planning Commission is acted on this application at the January 16, 2003 meeting, recommending approval. A preview has been scheduled before the Town Council at the January 27th meeting and a public hearing February 11th.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

Zoning Permits Issued 03-92-03-138

Zoning Permits Issued Residential

Stratford 3 SFA/duplex @ \$80,000
Edwards Landing 6 SFA @ \$45,000
Potomac Station 2 SFD @ \$105,000

Zoning Permits Issued Commercial

6 West Market Street- Interior Renovation @\$5000.00
803 Sycolin Rd SE -tenant fit-up Park Center 1 LLC @18,000
9 Church St NE –Loudoun Co. Courts Jail Ceiling alteration @ \$1000.00
22 Davis Dr. SW Interior Alteration

Occupancy Permits Issued Residential

Kincaid Forest 5 SFD 3 SFA
Lowenbach SFA/Duplex 1
Potomac Crossing 2 SFA 1 SFD
Edwards Landing 4 SFD
Stratford 7 SFA

Occupancy Permits Issued Commercial

None

WATER & SEWER ADMINISTRATION

During this time frame there were 14 Public Facility Permits issued totaling \$134,004.00; 10 work orders issued for meter sets and 26 requests for occupancy inspection were issued.

Capital Projects Update

- Sewer System Improvements – Contractor has finished all work except for the portion on Cherry Lane. This portion of the contract has encountered some obstacles such as bad weather, excessive ground water, bad soils and asbestos pipe which in turn has slowed the project.
- During this period, four plans were received for development within the service area. In addition, five requests were processed for water and sewer modeling.
- A meeting was held with the West Park Golf Course representatives regarding a proposal for construction of a building on the Golf Course Property for the Woodlea Manor mini-pump station. The owners have agreed to our request and authorized town to begin the survey work.
- Town and LCSA Water Interconnection has been completed. A use agreement between the parties has been prepared and being forwarded to Council for approval.

WATER SUPPLY DIVISION**WTP Upgrade to 15 MGD**

The Engineer CH2M Hill is currently performing services in the concept and pilot study phase of pre-design.

Sludge Storage Tank Mixing Project

Pump, Piping and electrical install operations are in progress at the Washwater Facility. The project substantial completion is May 2, 2003.

UTILITY LINES DIVISION**Training**

- Max Mellott and Rick Schooley completed supervisory training at Balch Library.
- Held safety meeting covering Book #1 – Employee Safety.
- Steve Melnikoff attended VDOT re-certification training class (concrete).
- Mike Cummings attended customer service training session at Balch Library.
- Herb Gallahan set up and held forklift training and certification at Town Shop.

Routine tasks include:

- turn on's and off's;
- water meter readings;
- complaint investigations;
- rodding & cleaning sanitary sewer trouble spots;
- marked w/s lines for contractors & citizens;
- vehicle & ditch maintenance;
- bush hogging.
- Performed leak detection in several areas of Town (Kincaid Forest, Spring Lakes, Potomac Crossing, and River Creek).
- Continue to prep meter lids for change out program.

Summary Programs

New connections to town utility system: 22

Responded to 370 Miss Utility requests.

TOWN OF LEESBURG

Full-time vacancies as of February 7, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
<i>Econ Dev</i>	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
<i>Finance</i>	1	Staff Accountant	1/1/03	√	√				
<i>Eng & PW</i>	1	Maintenance Worker I	10/31/02	√	√	√			
	1	Maintenance Worker I	10/18/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√	<u>On hold</u>			
<i>Parks and Rec</i>	1	Program Supervisor	1/21/03	√	√				
<i>P&Z</i>	2	Senior Planner	7/1/02	√	√				
	1	Planner	7/1/02	√	√	√	√	√	√
	1	Planner	7/1/02	√	√	√			
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√				
	2	Police Sergeant	1/6/03	<u>internal</u>	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>On hold</u>					
	1	Cross Conn. Comp. Off.	1/2/03	√	√				
<i>Util Lines</i>	1	Inspector	11/8/02	√	√	√	√		
	1	Maintenance Worker II	11/1/02	√	√				
<i>Wastewater</i>	1	Operator or Trainee	11/22/02	√	√	√			
	1	Maintenance Worker II	11/19/02	√	√				
<u>TOTAL</u>	19								

R.S. Noe